

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Administrative Technician #50306240

ANNOUNCEMENT NO. 081-2016

SALARY: AS-609 / Minimum \$21,112 / Maximum \$44,429 annual salary

LOCATION: Youth Challenge Program, Camp Beauregard (YCP-CB), Pineville, Louisiana

OPEN: 16 September 2016

CLOSE: 30 September 2016

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

In accordance with R.S. 42:1701, if you are nominated for this position, you will be required to undergo a criminal background check prior to commencement of employment with the Louisiana Military Department.

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Military Members; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC: Required** - Must possess excellent communication skills both written and oral. Must be organized and able to work with minimum supervision. Ability to work independently with general guidance to meet objectives and established deadlines. Must be able to work with others. Must have knowledge of computers to include all applications of Microsoft Office. Must be able to operate standard office machines.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (CAC). Ability to work and communicate effectively with peers, superiors and subordinates. Travel may be required. Must be available to report to duty during emergency or disaster situations.

c. **OTHER REQUIREMENTS:** The LA Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public. Must attend/complete all mandatory LMD training (Ethics, SHARP, Suicide Prevention, etc.) and fosters sexual harassment free environment.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

4. POSITION DESCRIPTION: Acts as Secretary for the Post Residential Department. Prepares correspondence, memos and reports for RMP and Assistant RPM Coordinator. Covers phone lines and directs visitors, cadets and mentors to appropriate staff. Assures all documents are assessable and accounted for in Cadet folders. Assists with mentor trainings, in-processing, graduation and other Post Residential activities. Checks and distributes mail and messages. Assists other departments and performs additional duties as needed. Is the frontline for communication and reception for the Post Residential building. Collects necessary paperwork from volunteer mentors. Perform advanced administrative/secretarial work for Program Director in the absence of the Director's Administrative Assistant. Prepares and coordinates mail, faxes and express packages. Advise Supervisor of any issues to ensure excellent customer service. Files Post Residential documents as prescribed by RPM and Assistant RPM. Apply computer and related technologies to support the Post Residential Staff. Prepares and maintains telephone directory for the Post Residential Staff. Maintains supply inventory by checking stock to determine inventory level, anticipate needed supplies, place orders for supplies, verifies receipt of supplies. Work hours occasionally exceed 40 hours per week. Occasional travel by conventional means including motor vehicle and the like within the region and to other locations as required. Enter all data for the Youth Challenge Program Safety Program. Must attend/complete all mandatory LMD Training (Ethics, SHARP, Suicide Prevention, etc.) and foster a sexual harassment free environment. Perform other duties as assigned.

5. APPLICATION PROCEDURES: All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/wp-content/uploads/2015/10/LMD-H-Form-10-State-Application-1.pdf>** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

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